Business Continuity/Disaster Recovery Shared Services
February 6, 2006 Meeting Notes

The new issue of reviewing Nebraska Information Technology Commission (NITC) standards/guidelines was addressed.
The NITC periodically reviews the standards and guidelines that can be found on the Technical Infrastructure – Standards and Guidelines and Planning and Project Management portion of the NITC web site www.nitc.state.ne.us/standards/index.html . The BC/DR Shared Services Group has been asked to review and be responsible for the development and maintenance of two Security Architecture Standards and Guidelines:

- Disaster Recovery Policy
  http://www.nitc.state.ne.us/tp/workgroups/security/policies/disaster_recovery_policy.pdf
- Disaster Planning Procedures for Information Technology
  http://www.nitc.state.ne.us/standards/security/disaster_planning.pdf

The BC DR Shared Services Group agreed to accept the responsibility. Given this new responsibility, the Group decided to rewrite both documents. The Group agreed to do this within a 3 to 6 month time frame.

The next three steps in the standard/guideline review/rewrite process are:
1. Generate a first draft of the revised "Disaster Recovery Policy" document based on the revisions submitted by Steve Cherep.
2. Distribute the first draft of the revised "Disaster Recovery Policy" to the participants of the BC/DR Shared Services Group for review.
3. BC/DR shared Services Group participants submit comments from their review to Dave Berkland. Dave will distribute all comments to all BC/DR Shared Services Group participants.

The Group also suggested submitting a request to the NITC that BC/DR have a separate category on the NITC Standards and Guidelines website rather than be part of the Security Architecture category of Standards and Guidelines. Steve Henderson and Steve Hartman committed to taking that request forward to the NITC.

Issue of submissions to the NITC for the Statewide Technology plan.
During the January 27, 2006 meeting of the NITC, the Nebraska's Statewide Technology Plan 2005-2006 Version 2.0 was put in place. The Plan does include the two items submitted for consideration by the BC/DR Shared Services Group along with several other security and business continuity items. The Plan can be found at www.nitc.state.ne.us/stp/stp.pdf . The BC/DR Shared Services Group items have been combined into item number 6 on page 67 of the Plan.

The BC/DR Shared Services Group will initiate efforts to pursue item number 6 on page 67 of the Plan.

A sub-group of the BC/DR Shared Services Group, co-chaired by Steve Cherep and Jon Ogden, will prepare a disaster recovery plan "inventory of contents" for submission to and review by the BC/DR Shared Services Group.

The rewrite of the two NITC Standards and Guidelines and implementation of NIMS-ICS will be discussed at the next BC/DR Shared Services Group meeting.

By consensus, the Group agreed to meet every three weeks for 1-½ hours and that meetings could be scheduled for the next six months.